

ARO Meeting

13 May 1964

MEMORANDUM FOR THE RECORD

Subject: DDI and DDS&T Records Officers Meeting - 12 May 1964 held
at 10:00, Room 4F-31, Headquarters

1. On 12 May 1964, I met with the following Records Officers from the
DDI and DDS&T Areas. (See attachment for those attending).

2. We discussed these items:

(a) Use of Form 2218, Equipment Inventory.

[] developed this form and has been using it for sometime
in maintaining an inventory of filing equipment. He takes an Inventory
in March each year. All present agreed that they could use the form. I
agreed that we can use a copy of it for our Agency-wide Annual Equipment
Inventory. I will suggest its use to the Records Officers in the DDS
and DCI when I meet with them on 14 May.

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(b) Interpretation of Disposal Instructions.

[] and [] reported that personnel at the
Records Center interpreted the Disposition Instructions on destruction of
records to apply to the date of the record rather than the date applicable
at the time of receipt at the Records Center. [] advised that he
would revise his Records Control Schedule to provide for a more precise
wording, such as "Destroy 5 years after receipt at the Center".

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(c) Destruction of records--all those present prefer to see some
provision for notifying Records Officers prior to the destruction of records
by the Center. They agreed, however, that if the Records Center had not
received a response in 30 days that destruction should take place. I
advised them that I would take this matter under consideration.

(d) Top Secret Logs - [] inquired as to the status of the
Disposition Instructions.

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(e) Delay in Transfer of OCR Reference Materials to the Center.

[] reported that large volumes of OCR reference materials
were accumulating at Headquarters because they are under the impression that
the Records Center will not accept them. I advised [] we accept all
records at the Center if they are scheduled and if the disposition instruction
is specific. He felt that there must be some misunderstanding about this so
I agreed to contact him later and discuss the matter further.

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(f) [] invited those present to see the Map Library []
[] They use several
different types of shelf filing for the Maps.

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(g) [] inquired as to whether the Records Center has completed the destruction of approximately 79 cubic feet of Source Jackets. I will check with the Center and advise him.

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3. I Outlined very briefly the AREA Conference and the Federal Records Officers Conference. I also pointed out that GSA has been requested by the Congress to take action on getting Agencies to do more in the Records Disposal field.

4. It was the consensus of the group that this meeting was worthwhile and they suggested a general Records Officer Conference [] sometime this year.

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5. [] would like to have copies of the new GSA General schedule on Contracts.

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cc: [] (Res etc)

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